



Plattsburgh, New York

Randal J. Stone
Assistant Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
Tel: 518-561-5965
Fax: 518-561-8236
stoner@cityofplattsburgh-ny.gov

MEMO

TO: Mayor Donald Kasprzak
Members of the Common Council

FROM: Assistant Fire Chief, Randal Stone

DATE: February 28, 2013

RE: Fire and Ambulance Responses

For this two week period: Thursday, February 14, 2013 to Wednesday, February 27, 2013
our Department has responded to the following:

Fire Calls	29
	1 Hazmat release investigation
	5 system activations
	16 EMS assist
	1 extrication
	3 MVA
	1 excessive heat/scorch
	1 water problem
	1 good intent call
Ambulance Calls	104
Mutual Aid by CVPH	13

BUILDING INSPECTOR'S COMPLAINT REPORT: 02/26/13

DATE	STREET #	STREET NAME	COMPLAINT	INSP	INSPECTION REPORT	CORRECTED	CORRECTION DATE
02/11/13	53	OAK ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	70	OAK ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	92	OAK ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	115	OAK ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	134	OAK ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	159	OAK ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	172	OAK ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	172	OAK ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	68	RILEY AVE	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	175	OAK ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13		ROBINSON TERRACE	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	177	OAK ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	190	OAK ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	2	BAILVE AVE	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	

DATE	STREET #	STREET NAME	COMPLAINT	INSP	INSPECTION REPORT	CORRECTED	CORRECTION DATE
02/11/13	31	ELM ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	33	ELM ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	5239	NORTH CATHERINE ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	18	STETSON AVE	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	66	ELM ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	66	CORNELIA ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	18	ST. JOHN ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13		CORNER OF CORNELIA ST AND OAK ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13		BAILEY AVE	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	192	MARGARET ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/11/13	6	ELM ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	5044	SOUTH CATHERINE ST	SIDEWALKS NOT CLEARED OF ICE AND/OR SNOW, GARBAGE	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	5052	SOUTH CATHERINE ST	SIDEWALKS NOT CLEARED OF ICE AND/OR SNOW, GARBAGE	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	56	CORNELIA ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	

DATE	STREET #	STREET NAME	COMPLAINT	INSP	INSPECTION REPORT	CORRECTED	CORRECTION DATE
02/12/13	48	COUCH ST	GARBAGE	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	5112	NORTH CATHERINE ST	GARBAGE	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	127	COURT ST	PILE OF SNOW OBSTRUCTING SIDEWALK	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	36	COUCH ST	PLOWING ONTO SIDEWALK	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	43	COUCH ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	70	ELIZABETH ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	52	SOUTH PERU ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	22	BROAD ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	157	OAK ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	55	BAILEY AVE	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	36	COUCH ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	1	PINE ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	4964	SOUTH CATHERINE ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/12/13	4966	SOUTH CATHERINE ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	

DATE	STREET #	STREET NAME	COMPLAINT	INSP	INSPECTION REPORT	CORRECTED	CORRECTION DATE
02/12/13	4968	SOUTH CATHERINE ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/13/13	70	WALL ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB/CB		CORRECTIVE ACTION IN PROCESS	
02/14/13	36	COUCH ST	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	CB		CORRECTIVE ACTION IN PROCESS	
02/14/13	50	BROAD ST	VEHICLES PARKED ON LAWN	CB	VERBAL NOTICE OF VIOLATION	CORRECTED	02/20/13
02/19/13	127	COURT ST	SNOW PLOWED ONTO SIDEWALK	CB		CORRECTIVE ACTION IN PROCESS	
02/20/13	192	MARGARET ST	MOLD, ELECTRICAL, GARBAGE	CB		CORRECTIVE ACTION IN PROCESS	
02/20/13	2	HILLCREST AVE	CAR PARKED ON STREET	CB	ALL CLEAR	NO CORRECTION REQUIRED	
02/20/13	62	COUCH ST	GARBAGE	CB	VIOLATION NOTICE ISSUED	CORRECTED	02/21/13
02/22/13	34	SAILLY AVENUE	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	CB		CORRECTIVE ACTION IN PROCESS	
02/22/13	90	SHARRON AVE	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB		CORRECTIVE ACTION IN PROCESS	
02/22/13	94	SHARRON AVE	SIDEWALKS NOT CLEARED OF ICE AND / OR SNOW	KB		CORRECTIVE ACTION IN PROCESS	
02/22/13	25	WATERHOUSE ST	OCCUPANCY	KB		CORRECTIVE ACTION IN PROCESS	



Plattsburgh Police Department

45 Pine Street

Plattsburgh, New York

518-563-3411

518-566-9000 (FAX)

DESMOND J. RACICOT
Chief of Police

February 13, 2013

Mayor Donald M. Kasprzak
And Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Dear Mayor and Council Members;

Attached please find the monthly report of the Parking Violations Bureau for January 2013.

Respectfully Submitted,

Chief Desmond J. Racicot
Plattsburgh Police Department

HLS

PARKING VIOLATIONS BUREAU

Monthly Report for January 2013

	<u>JAN 2013</u>	<u>JAN 2012</u>
TICKETS ISSUED:	254	201
TICKETS COLLECTED:	230	159
REVENUE FOR MONTH:	\$6,221.25	\$4,814.50

YEAR TO DATE TOTALS:

	<u>JAN 2013</u>	<u>JAN 2012</u>
TICKETS ISSUED:	254	201
TICKETS COLLECTED:	230	159
REVENUE:	\$6,753.75	\$4,814.50
COMPARISON:	Parking tickets issued for Jan. 2013: Up 53 Parking tickets collected for Jan. 2013: Up 71 Revenue for Jan. 2013: Up \$1406.75 Amount Dismissed: \$711.50	

BREAKDOWN FOR JANUARY 2013

CITY OF PLATTSBURGH PARKING TICKET SYSTEM 01/31/2013

SUMMARY OF PARKING TICKETS - BY OFFICER

VL --DESCRIPTION--	MANUAL-MTD	MANUAL-YTD	HH-MTD	HH-YTD	-VALUE-MTD-	-VALUE-YTD-
42 NO PARKING	1	1	22	22	402.00	402.00
46 CROSSWALK	1	1	0	0	15.00	15.00
54 DRIVEWAY/BLOCK	1	1	1	1	44.25	44.25
55 TAXI ZONE	9	9	0	0	177.00	177.00
62 FIRE HYDRANT	0	0	2	2	30.00	30.00
64 WWY2WAY	2	2	0	0	31.50	31.50
67 ANGLE	0	0	2	2	52.50	52.50
68 OVERLINE	0	0	1	1	21.75	21.75
72 OVERTIME 2 HR	0	0	118	118	2,116.50	2,116.50
81 HANDICAP	0	0	9	9	699.00	699.00
86 SNOW BAN	29	29	28	28	1,975.00	1,975.00
90 NO PARKING EVEN	0	0	2	2	36.75	36.75
91 NO PARKING ODD	0	0	1	1	15.00	15.00
95 20' INTERSECTION	0	0	1	1	15.00	15.00
98 12" CURB	0	0	2	2	30.00	30.00
107 SNOW 12:01-6 AM	0	0	16	16	560.00	560.00

TOTALS: 43 4 43 211 211 6,221.25 6,221.25

TOTAL NUMBER OF TICKETS ISSUED FOR THIS MONTH = 254

TOTAL NUMBER OF TICKETS ISSUED FOR THIS YEAR = 254

PERCENT OF THIS MONTHS TICKETS ISSUED MANUALLY = 16.93%

PERCENT OF THIS MONTHS TICKETS ISSUED WITH HANDHELDS = 83.07%

PERCENT OF THIS YEARS TICKETS ISSUED MANUALLY = 16.93%

PERCENT OF THIS YEARS TICKETS ISSUED WITH HANDHELDS = 83.07%

Community Relations Committee
February 21, 2013
5:00 pm

Derek was not present, he sent a written report:

I am preparing to revalue all multi-family properties by May 1, 2013 to bring them in line with current market value to create equitability within the city. So I anticipate a very busy month of May, but I have very adequate documentation of income & expense for most property types. The March 1st deadline for exemption applications is approaching so it is very busy in the office, but Kathy is doing a great job as usual keeping it all organized and working very closely with the seniors. I am updating all the veterans disability rating exemptions and we have discovered more inaccuracies than we originally thought, most of which favored the tax payer with a higher exemption amount than is allowed by law. However the overall number of exemptions that were incorrect is moderate compared to the total number of exemptions, but it's still a significant amount of exemption dollar amounts. I think those are the important things right now, let me know if you have any questions.

Jim Calnon presented information from Derek about fiber optic cable being ruled as not taxable property, which will reduce the total assessed value by about \$3.15 million.

Building Inspector:

Building permits are slow at this time, so B.I. office is updating their filing systems. Issues with Civil Service are slowing the transition for Ken Primard to B.I. office. As part of the process, all of the Job Descriptions in the Building Inspector's office will be rewritten. Inspections of residential and commercial properties begin in March. 3-Family and above, at least once every three years; commercial every two years, except for places of assembly which are annual.

Any major projects? Lavin Candy being demolished and a new Dollar General building will be built there – no variances were necessary. Kinney's moving to where Agway was. New Subway store on Boynton.

Recreation:

Steve provided a written report, including budget overview, attached.

Major Expenses at the Crete anticipated? Not for equipment or furnishings. Would like a vehicle for Manager to use from site to site.

Steve Peters plans to discuss recreation philosophy for the future in subsequent meetings. Steve believes that staffing is his biggest challenge, and he plans to bring information about in future meetings.

He believes that less seasonal help in exchange for more full-time help and additional management (Crete / Beach) is necessary for the efficient operation of his department. Crete utilization? During prime hours in a week, about 98% full. Soccer, youth and adult flag football, baseball group is looking to come in.

Meeting concluded at 6:25



PLATTSBURGH HOUSING AUTHORITY

4817 S. Catherine Street • Plattsburgh • NY • 12901-3778 • 518-561-0720 • fax: 518-561-1769 • www.phaplattsburgh.com

February 13, 2013

Mayor Donald Kasprzak
41 City Hall Place
Plattsburgh NY 12901

FEB 15 2013

Re: PHA Board Appointment

Dear Mayor Kasprzak:

I am contacting you regarding the Plattsburgh Housing Authority Board of Commissioners. Effective April 6, 2013, Paul Grasso's term as a commissioner will expire. Mr. Grasso has expressed an interest and willingness to continue serving on the Board.

We would greatly appreciate it if you could add him to the agenda for reappointment some time prior to 04/06/2013 so that his service does not lapse. Thank you for your assistance in this matter and please do not hesitate to contact me if you should have any questions.

Sincerely,

Lori A. Cantwell, PHM
Executive Director

cc: Shirley O'Connell, Chair
Paul Grasso

REQUESTS FOR PROPOSALS – MARINA OPERATION AND/OR BUILDING LEASE
DOCK STREET LANDING
February, 2013

The City wants to use its waterfront to its full potential and expand the customer base of downtown businesses. It is requesting proposals for two components of its waterfront development plan:

1. Establishment and Management of a City marina. (Marina)
2. Lease of existing 2500 sf. building. (Building)

Proposals may be submitted for one or both.

Proposals will be evaluated using the following criteria:

1. Compatibility of intended use with city objectives
2. Business experience of the principals.
3. Financial security for payments due the City.
4. For the Marina proposal.
 - a. concept
 - b. detail: cost; personnel; staffing hours; required site improvements
 - a. development of ancillary uses such as small boat, kayak, rollerblade rental
 - b. accommodation of fishing tournament needs
 - c. possible accommodation of larger tour boat docking space
 - d. schedule for establishing marina
 - e. financial resources
 - f. marketing experience
 - g. % of marina revenue to be paid to City
 - h. number of spaces for transient boater use

The City will negotiate the terms of a contract or lease with the person whose proposal is accepted, however, there are certain conditions the city will require as part of any agreement.

1. MARINA OPERATOR PROPOSAL

A. MARINA TERMS and CONDITIONS

1. docks and moorings will be purchased by the City.

2. the marina operator must guarantee a minimum amount of revenue for the term of the management contract; the guarantee must be acceptably secured by a letter of credit equal to the unamortized cost of city debt incurred to finance marina improvements.
3. the marina operator will be compensated by a percentage of revenue from dock and mooring space rentals.
4. operator will develop marina layout plan; slip dimensions and mooring field to comply with accepted design requirements, see e.g. City of Burlington Vt. plan. Based upon a preliminary layout, the City thinks the waterfront space will accommodate docks for up to 22 boats (50 feet +/-) and 20 moorings.
5. docks and moorings will require NYS permits (publication and hearing requirements apply, assume min. 6 weeks approval time)
6. designated dock area to be available at no cost for fishing tournament use
7. except for 30 minute loading and unloading time, no parking by boaters in most easterly parking lot; free parking in lots to the west
8. contract term 10 years. If terminated without cause prior to expiration, contract buyout payment; terms to be negotiated.

B. OPERATOR RESPONSIBILITIES

- operator must be on premises 7 days a week during boating season
- assist with planning and procurement of docks and moorings
- install, inspect, maintain and remove docks and moorings
- lease marina space, collect rents
- enforce city rules on dock, mooring and parking space
- maintain customer relations with boating tenants

- coordinate with fishing tournament organizers
- maintain premises in neat and clean condition
- recreation concessions. to maximize use and enjoyment of the city park and waterfront facilities the operator will be permitted to license or lease designated areas for recreation concessions, such as canoe, kayak, small fishing boat, bicycle and rollerblade rental. Operator will be responsible for marketing and overseeing such concessions. Income from concessions will be reported to City, but retained by operator as compensation for services.

2. BUILDING LEASE TERMS AND CONDITIONS

1. 2500 sf. building; with water and power services (utilities paid by tenant)
2. leased in as is condition; must be renovated to code.
3. adjacent patio area available for use by building customers
4. no reserved parking; public parking available
5. must maintain public bathroom facilities in building
6. rent and lease term to be negotiated and will be a function of tenant improvement expenditures; tenant to pay taxes and utilities¹
7. building use must be permitted under zoning; proposed use will be evaluated for compatibility with city objectives
8. City option to terminate lease prior to expiration upon payment of negotiated lease buyout amount.

¹ Illustration of rent and lease term factors. If the tenant improvements cost \$50,000, at 7% loan rate or return on cash invested, the loan/investment would be repaid over 10 years at \$580 per month. If the tax, insurance and building maintenance cost is \$420 a month, the space cost would be \$1,000 a month. The proposal should consider these costs in proposing a net rent to be paid to the City during the lease term.



Plattsburgh, New York

Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

Date: February 22, 2013
MEMO TO: Mayor Kasprzak
FROM: Richard Marks
RE: Police Department – Budget Adjustment

It is being requested from the Police Department to adjust amounts for the 2013 Budget as follows:

Increase Estimated Revenue: Forfeiture Crime Proceeds DOJ 0-0001126-2626 \$5,000.00

Increase Appropriation: Asset Seizure – Contract Services 1-3121000-4430 \$5,000.00

This request will provide an increase to 2013 budgeted estimated revenue for asset seizure funds equal to the advance needed to the police petty cash fund. The corresponding increase to 2013 budgeted appropriations for asset seizure costs for contract services will provide for the reimbursement to the Trust & Agency Fund where the advance was issued. This adjustment increases the 2013 General Fund Budget for estimated revenues and appropriations by \$5,000.00, equally.

Thank you for your attention to this request.

Cc: Carole Garcia
Heather Silver



Plattsburgh, New York

T - 2/28
A - 3/14

Community Development Office
41 City Hall Place
Plattsburgh, New York 12901-2936
518-563-7642
Fax: 518-563-4208
hartmannm@cityofplattsburgh-ny.gov

MEMORANDUM

TO: Mayor Kaprzak & Members of the Common Council

FR: Margaret Hartmann
Principal Clerk

DA: February 15, 2013

RE: Loan Applicant-**Mike Racine – 305 Margaret St.**

The LCLDC Loan Review Committee reviewed the above application on 2/7/2013 and recommends that the Council approve the loan.

Project Overview and Loan Review Committee Summary:

Project Address: 205 Margaret St., Plattsburgh, NY

Loan Amount Requested: \$70,000.00

Interest Rate: $\frac{3}{4}\%$ of prime rate at time of approval

Term: Ten (10) years

Approved: Hope Coryer, Carole Garcia, Brian Gladwin

Opposed: None

Absent: None

Apartments Created: 3

Comments or Special Stipulations: The contractor must be lead-based certified and 51% of the apartments must be rented to low-mod income residents.

The loan will also be personally guaranteed by Michael Racine and will be secured by a first mortgage on the property.

The loan will be used to complete and finish the rehabilitation of the property located at 305 Margaret St. Current site information: three-unit apartment house with a new addition located at the rear of the former structure. The entire roof is new and all windows are new.



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

February 20, 2013

Mayor Donald Kasprzak
And
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

**REF: South Catherine Street Reconstruction;
Supplemental Agreement No. 2
Comptrollers Contract No: D032301
NYSDOT PIN 775314**

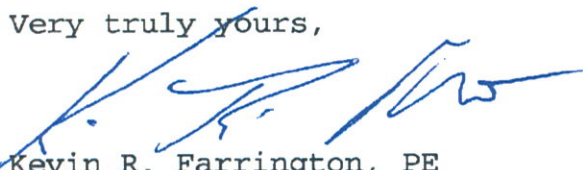
Dear Mayor Kasprzak & Councilors:

It is requested that the Mayor be authorized to sign **Supplemental Agreement No. 2** for the Standard Federal Aid Highway and Marchiselli Aid Local Agreement for the "**South Catherine Street Reconstruction**" Project.

This Agreement amends the previously adopted agreement by increasing Federal aid and by adding State Marchiselli Aid dollars for the Engineering Design, Right-of-Way Incidentals and Right-of-Way Acquisition. A copy of the resolution authorizing the Mayor to sign the Agreement is enclosed.

Attached are six (6) Signature sheets, six (6) original resolutions and two (2) Supplemental #2 Agreements requiring the signature of the Mayor & Corporation Counsel.

Very truly yours,



Kevin R. Farrington, PE
City Engineer
/dn

Atts.

CC: City Chamberlain
City Clerk
Scott Docteur, PE, NYSDOT
Michael L. Zimmermann, Local Project Liaison, NYSDOT



Plattsburgh, New York

Keith A. Herkalo
City Clerk

Office of the City Clerk
41 City Hall Place
Plattsburgh, New York 12901
518 - 563-7702
Fax: 518 - 563-3645

21 February 2013

Mayor/Council

From: City Clerk

Subj: Refund Taxi Operator Fee

Gentlemen:

In late January, Ms. Cheryl Zavala applied for renewal of her Taxi Operator License several weeks before the expiration of her existing license. The application was approved and a license renewal was issued but she has subsequently decided to retire and did not renew her agreement with the firm for which she drove. As she will no longer operate a taxi within the City of Plattsburgh she has requested a return of the \$50 fee.

I recommend that we refund \$30 of the fee, retaining \$20 (the customary license change fee) as a processing fee.

CC: Chamberlain

Plattsburgh Farmers' and Crafters' Market
Durkee Street
Plattsburgh, NY 12901
Mailing address: 1043 Slosson Road
West Chazy, NY 12901
Phone: 518-593-6761
February 21, 2013

The Plattsburgh Farmers' & Crafters' Market is seeking permission to use the Durkee Street pavilion for the upcoming market season.

Each year we continue to grow, offering local produce and unique crafts to the North Country. We would like to be open on Saturdays from May 11 to October 12, 2013. Our Wednesday market would open mid June through October.

We assume the responsibility for any garbage that we generate. We also furnish all of our own paper products for the restrooms and take care of the clean-up of the building. We truly appreciate the great working relationship we have with the city of Plattsburgh. Once again We thank you.

Regards,

Patricia Parker, manager

Thanks, Pat

FEB 25 2013



2/14/13 Emailed to
Steve P.

I 28/28/12
A 3/14/12

PO Box 1884
Plattsburgh, NY 12901
518.570.7225
admin@aaneny.org

February 13, 2013

The Honorable Mayor Kasprzak
Mayor's Office
41 City Hall Place
Plattsburgh, NY 12901

Dear Mayor Kasprzak,

On behalf of the *Autism Awareness Walk* planning committee, I am writing to request to hold our annual Walk at the PARC Oval on Saturday, April 27. We're also requesting permission to have the inside lane of the US Oval closed from traffic during the Walk (11-11:45 am).

Please feel free to call or email me if you have any questions about the event. Thank you for your thoughtful consideration.

Sincerely,

Laura Carmichael
Walk Co-chair

FEB 14 2013



Plattsburgh, New York

Keith A. Herkalo
City Clerk

Office of the City Clerk
41 City Hall Place
Plattsburgh, New York 12901
518 - 563-7702
Fax: 518 - 563-3645

25 February 2013

TO: Mayor/Council

FM: City Clerk *KAH*

SUBJ: 2013 Proposed Street Drives

May 4	Battle of Plattsburgh Assoc.
18	Adk Humane Society
Jun 1	* Clinton Cnty Mariners*
15	St. John Feral Cat Fund
29	* N. Country Underground RR*
Jul 13	Clinton Cnty ARC
27	* Lady Eagles Hockey*
Aug 10	Plattsburgh NorthStars
24	Clinton Cnty Historical Assoc
Sep 14	* Elmore SPCA*
28	Plattsburgh Kiwanis

Fifteen non-profit agencies applied for consideration; the asterisk-identified agencies are based and have primary operations outside the City of Plattsburgh. Three of the four remaining applicants who were not afforded an opportunity are based within the City. The schedule reflects an additional opportunity within the month of June which will meet the alternate weekend goal of the policy. Perhaps the policy (attch'd) should be revisited.



Plattsburgh, New York

Keith A. Herkalo
City Clerk

Office of the City Clerk
41 City Hall Place
Plattsburgh, New York 12901
518 - 563-7702
Fax: 518 - 563-3645

13 March 2009

At a Regular Meeting of the Common Council of the City of Plattsburgh, New York held 12 March 12, 2009 the following resolution was introduced:

By: Councilor Valentine; Second: Councilor Carpenter

RESOLVED that all previous Resolutions regarding Street Solicitations, Street Drives, Coin Drives, etc. (hereinafter: Street Solicitations) are hereby set aside; and further:

RESOLVED that the following conditions, rules, and process apply from this date forward:

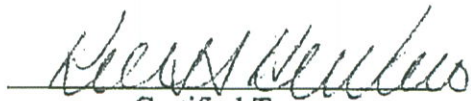
1. Street Solicitations are permitted at the following locations only:
 - U.S. Avenue – Elizabeth Street
 - Beekman Street – Cornelia Street
 - Margaret Street at Saily Avenue and Boynton Avenue
2. Street Solicitations may be conducted on Saturdays only and shall be limited to two (2) per month throughout the period May through September. Consideration will be given to requests from registered non-profit/not-for-profit associations or organizations on a first-come, first-served basis. No organization may request more than one street solicitation date within a calendar year.
3. No "rain dates" may be reserved and no dates will be assigned which would result in street solicitations occurring on consecutive Saturdays.
4. Participants must be sixteen years of age or older and must carry, wear, or display materials, signs, or badges, etc. identifying their organization. Organizations shall request, pick up, and return an appropriate number of "safety cones" from the Public Works Department for placement between the lanes, 2 per street, approaching the intersections so as to adequately warn motorists to the activity occurring.
5. Street solicitations shall be permitted only between the hours of 9:00 am and 3:00 pm.

6. An organization must apply on the form provided by the City Clerk at least four (4) weeks in advance of the requested date and will be given a copy of this resolution and a sketch of the permitted intersections and locations.
7. Organizations must submit an appropriate certificate of insurance in accordance with the City's existing requirements for "Users of Facilities"

Dates will be confirmed only upon receipt of the required insurance certificate, and after notice to the Police Department and Common Council by the City Clerk.

On Roll Call: all affirmative

CARRIED

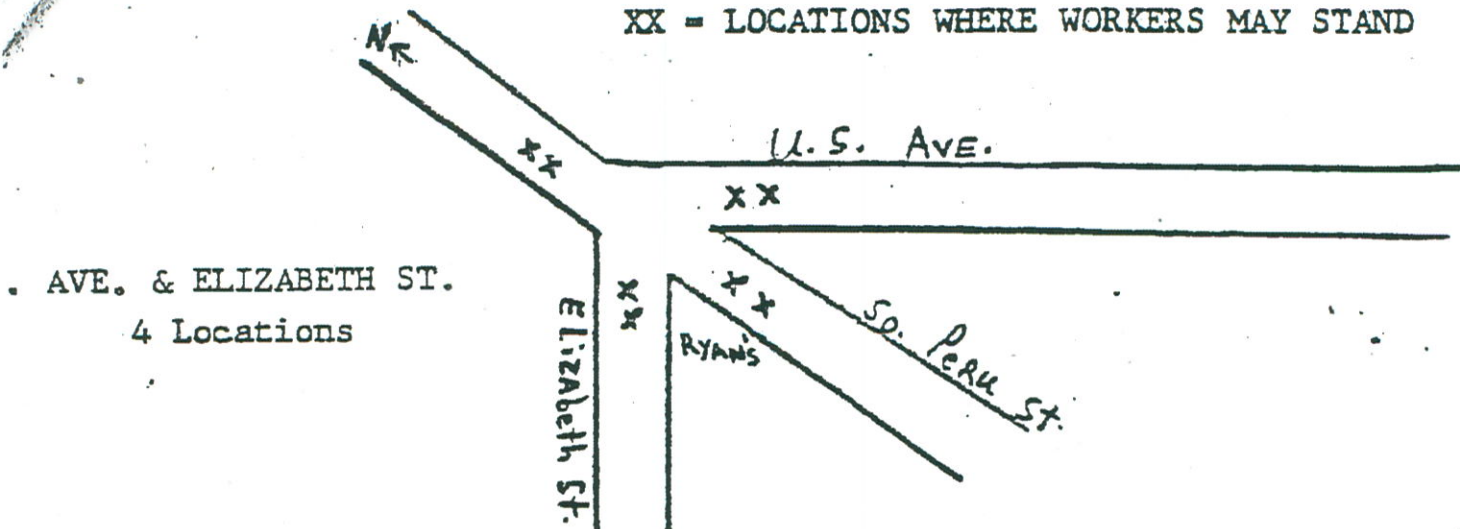
A handwritten signature in cursive script, appearing to read "Keith A. Herkalo", is written over a horizontal line.

Certified True

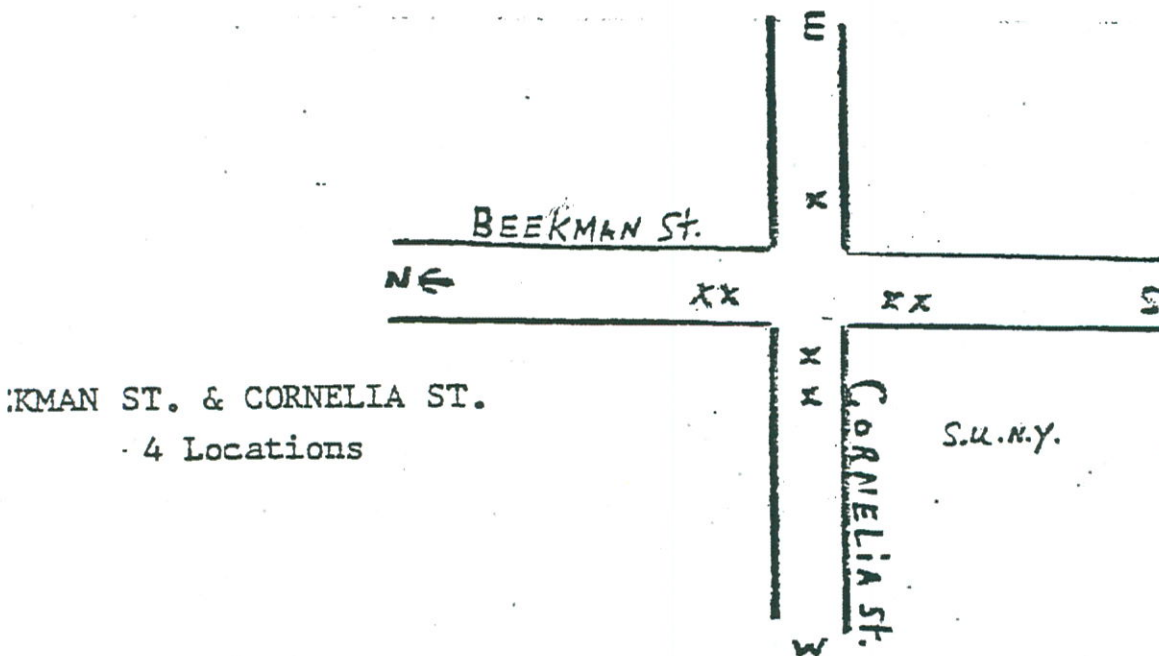
Keith A. Herkalo, City Clerk

APPROVED PUBLIC STREET SOLICITATION CORNERS

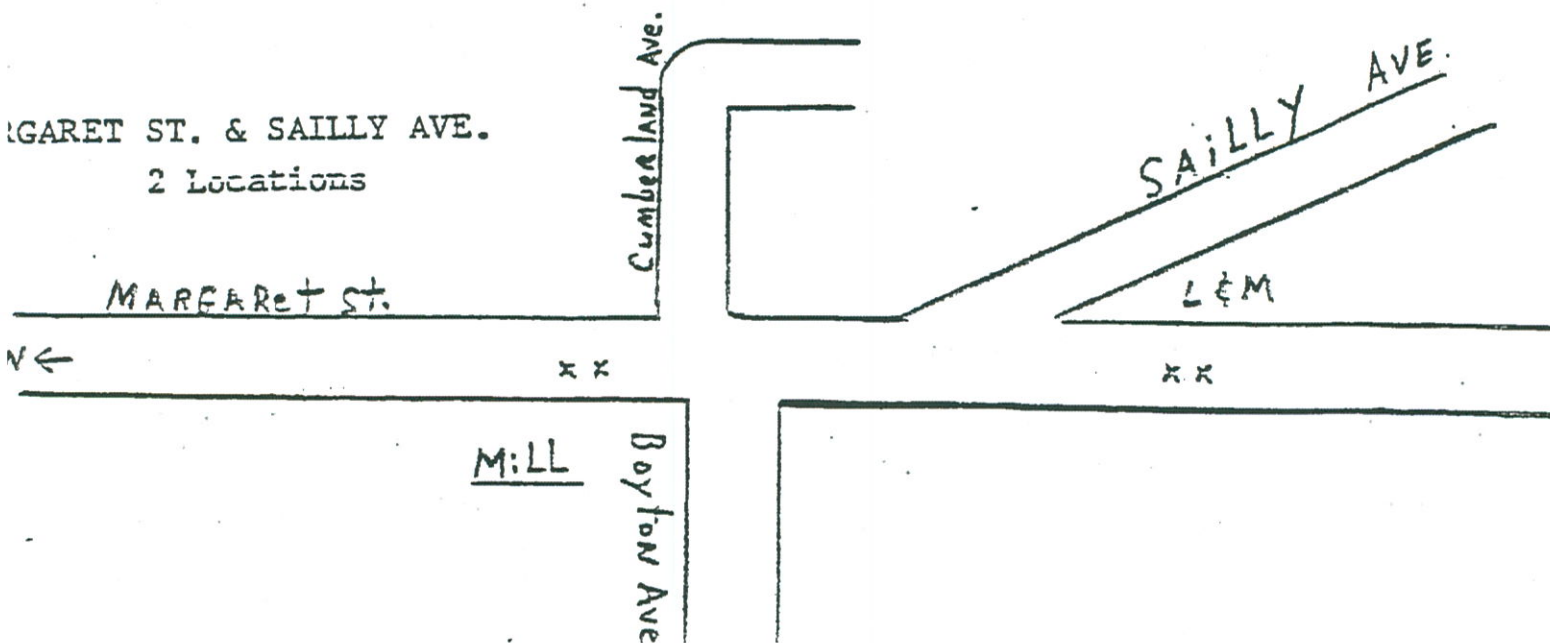
XX = LOCATIONS WHERE WORKERS MAY STAND



U.S. AVE. & ELIZABETH ST.
4 Locations



BEEKMAN ST. & CORNELIA ST.
4 Locations



MARGARET ST. & SAILLY AVE.
2 Locations



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

February 25, 2013

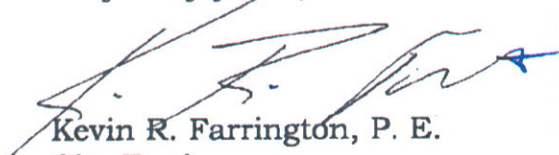
Mayor Donald Kasprzak
And
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

**REF: Request for Permission to Advertise a
Request for Qualifications for Stormwater
Conveyance System & Green Infrastructure
Planning; Contract #2013-08**

Dear Mayor Kasprzak & Councilors:

It is requested that permission be granted to advertise a Request for Qualifications for Contract #2013-08, Stormwater Conveyance System and Green Infrastructure Planning.

Very truly yours,



Kevin R. Farrington, P. E.
City Engineer

/dn

CC: City Clerk
City Chamberlain
Public Works Dept.
Dave Lessor
Dave Brown

I - 2/28/13
A - 3/14/13

02.25.13

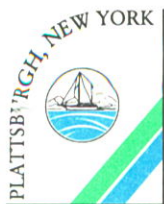
Community Council,

Street Jam is an annual event put on by Club Caribbean on the SUNY Plattsburgh campus typically held during the month of April. The event is a cultural carnival representing our Caribbean culture in which music will be played as students dress up in costumes, dance and parade in the streets celebrating and representing their respective islands. This event is a representation of a traditional event that occurs annually for different islands in the Caribbean showcasing our pride and joy for our independence. As a club on campus it is our mission to educate and include various aspects of our culture and present it not only to the college campus but the surrounding community of Plattsburgh as well. We plan to have this event on April 20th 2013. We would like for the event to take place between the hours of 3pm-5pm. Lastly we are requesting a closure of Rugar Street for the two hours time period as we believe this is the best location for the college campus to participate. If you have any questions feel free to contact me on my cell phone at (347) 740-3310 or via email at amoy.gordon@gmail.com

Yours respectfully,

Amoy Gordon

President, Club Caribbean.



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)

Plattsburgh, New York

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

February 26, 2013


To: Mayor Donald M. Kasprzak

Subject: St. Lawrence 1 and 3 Substation Upgrades – Phase 2
46 kV Circuit Breaker - Bid No. 2013-1-2
Bid Review and Award Recommendation

The Management of the Plattsburgh Municipal Lighting Department and PLM Engineering have reviewed and evaluated the two bids received on February 20, 2013, for the above subject contract. Attached is PLM's review and recommendations.

We recommend award to **Alstom Grid LLC, Charleroi, PA** in the total amount of **\$ 325,075.00..** The bid is within the funding allotted for this project. If you have any questions, please contact me. Thank you for your attention to this matter.

Respectfully Submitted,


William Treacy
Manager

Enclosure: (1)

CC: City Clerk
Councilor Chris Jackson, PMLD Liaison
Kelly Clookey, MLD Finance Director
Bid 2013 -1-2 File



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)

Plattsburgh, New York

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

February 26, 2013

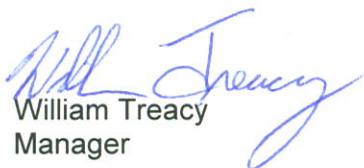
To: Mayor Donald M. Kasprzak

Subject: St. Lawrence 1 and 3 Substation Upgrades – Phase 2
46 kV Relay Panels - Bid No. 2013-1-3
Bid Review and Award Recommendation

The Management of the Plattsburgh Municipal Lighting Department and PLM Engineering have reviewed and evaluated the three bids received on February 20, 2013, for the above subject contract. Attached is PLM's review and recommendations.

We recommend award to **AZZ/Central Electric, Fulton, Missouri** in the total amount of **\$ 114,642.00..** The bid is within the funding allotted for this project. If you have any questions, please contact me. Thank you for your attention to this matter.

Respectfully Submitted,


William Treacy
Manager

Enclosure: (1)

CC: City Clerk
Councilor Chris Jackson, PMLD Liaison
Kelly Clookey, MLD Finance Director
Bid 2013 -1-3 File



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

February 26, 2013

Mayor Donald Kasprzak
And
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

**REF: Request for Permission to Advertise for bids
For "Hazardous Material Abatement for
Champlain Valley Transportation Museum;"
Contract #2013-09**

Dear Mayor Kasprzak & Councilors:

It is requested that permission be granted to advertise for bids for Contract #2013-09, "Hazardous Material Abatement for Champlain Valley Transportation Museum."

This contract to be totally funded by the Museum.

Very truly yours,


Kevin R. Farrington, P. E.
City Engineer

/dn

CC: City Clerk
City Chamberlain
Dave Lessor
Dave Brown
Dr. Vacarro



Plattsburgh Police Department
45 Pine Street

Plattsburgh, New York

518-563-3411
518-566-9000 (FAX)

DESMOND J. RACICOT
Chief of Police

February 19, 2013

Mayor Donald M. Kasprzak
And members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Gentlemen:

I respectfully request your approval for two police officer's to travel to Verona Falls, NY from 04/22/13 to 04/25/13, "New York Tactical Training Conference." The cost will not exceed \$1,139.81 and will be expensed to the Asset Forfeiture, Treasury Fund. Your consideration in this matter is very much appreciated. If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

Chief Desmond J. Racicot
Plattsburgh Police Department

DJR/hls



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)

Plattsburgh, New York

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

Date: February 25, 2013

To: Mayor Donald M. Kasprzak

From: Bill Treacy, Manager

Subj.: Traffic Signal Training

As Manager of the Municipal Lighting Department, I hereby requests permission to have Tim Carter attend Traffic Signal Training from March 3, 2013 thru March 6, 2013 to be held in Syracuse, NY at an estimated cost of \$ 837.00.

Attached is a copy of information on the meeting for your review. This training was included in MLD's budget for 2013. If you have any questions, please contact me.

ATT: 3

Cc: Councilor Jackson, MLD Liaison
Kelly Clookey, Finance Director
Travel File